Classification

REPORTS INVENTORY

CONTROL NO.

DDS/OC-015

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT	X	STATISTICAL
TDY STANDBY ROSTER		X	NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL
	LOGISTICS	SECURITY	OTHER (specify) STAT
	MEDICAL	FINANCE XX	COMMUNICATIONS

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
7	MONTHLY	7 OC-SCD OC-O OC-CCD OC-AMS/ OC-SPD OC-CS OC-DO

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
MEMO		YES	IF YES GIVE ADP PROCESSING NO.	BY OC DIRECTIVE
	XX	NO	

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OC-A/PB	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-06/6	$4.09		40		$163.60		12		$1,963.20

B. COSTS OF COMPUTER PRODUCED REPORTS

	TOTAL COSTS PER YEAR	$1,963.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

REPORT MAINTAINED TO PROVIDE OC WITH TDYers (FROM EACH DIVISION) WHO WILL BE READY TO TRAVEL . (APPROX 250 STAFF EMPLOYEES)

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
	MAN-HOURS	DOLLARS
XX RETAIN AS IS OTHER (explain)		STAT
CHANGE		
DISCONTINUE		

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
28 September 1970	OC-A/PB	

STAT

FORM 142   (22-36-43)